

**Minutes of the Health & Human Services Committee  
Friday, October 2, 2009**

Chair Paulson called the meeting to order at 12:30 p.m.

**Committee Members Present:**

Duane Paulson (Chair)

Janel Brandtjen

Jim Jeskewitz

Gilbert Yerge

**Absent:**

Pauline Jaske

Bill Zaborowski

Kathleen Cummings was attending the County Board  
Judiciary Committee meeting of which she is a member.

**Also Present:**

Health & Human Services Director Peter Schuler

Administrative Services Manager Russ Kutz

Clinical Services Manager Mike DeMares

Office Services Coordinator Windy Jicha

Chief of Staff Mark Mader

Assurance Supervisor Irene Ridgeman

Deputy Director Don Maurer

Senior Financial Analyst Clara Daniels

Senior Financial Analyst Bill Duckwitz

Health Manager Nancy Healy-Haney

Veterans Services Director Tom Ludka

**Discuss and Consider 2010 Operating Budgets for the Following Divisions in the  
Health & Human Services Department: Clinical Services**

**Mental Health Outpatient and Support Services Program**

DeMares reviewed the program description, budget, program highlights and activities for the Mental Health Outpatient and Support Services Program as outlined on page 177 - 178 of the budget book. General government revenue is primarily comprised of \$342,638 of State Mental Health Funds, Community Options Revenue of \$407,607 which is increased by \$23,915 for clients that are not waiver eligible and new federally matched 1915(i) waiver dollars of \$193,307. The Home and Community Based Option-1915(i) under the State Deficit Reduction Act is a new Medicaid waiver program and participation will enable federal reimbursement for a portion of the rehabilitative costs. These increases are offset by a reduction of \$42,095 from the Milwaukee/Waukesha Crisis grant dollars since the five-year-grant period ended in 2009. Charges for services are budgeted to increase \$26,820 to \$2,022,707 which includes client fees and third party revenue reimbursements and includes an increase in Comprehensive Community Service revenue of \$101,820.

Personnel costs include the transfer out of 0.70 FTE of the Clinical Director to the Inpatient Mental Health Center Fund and the transfer in of 0.90 FTE of Staff Psychiatrist from the Mental Health Inpatient Center to the Outpatient Mental Health Clinic. Increased operating expenses are partially due to \$1,180,911 for mental health institute placement costs which includes an increase of \$250K due to previous state expenses shifted to counties in the state budget for children, seniors and patients exceeding six months treatment in the "treat to competency" status.

**AODA Outpatient Clinic and Support Services Program**

DeMares said fines/licenses for this program reflects OWI surcharge dollars budgeted at \$535K reflect a reduction of \$80K based on 2008 actual reimbursement levels. Client fees are reduced by \$30K based on prior year and 2009 estimated reimbursement levels. Operating expenses primarily consist of various contracted services and includes discontinuation of opiate detoxification for voluntary patients and a reduction of \$91,890 representing a reduction of three halfway houses beds mainly due to the lack of state Community Aids funding. These reductions are offset by an increase of \$39,525 for alcohol detoxification services to address increasing needs for this service. Committee members discussed the perceived deficit for 2009 operating expenses of (\$530,853). DeMares explained that the expenditures are based on

estimates of the first half of this year's expenses. The department is taking action to reduce expenditures to level off spending and to make budgeted amounts.

### **Mental Health Center Fund**

DeMares said this special revenue fund reports operations at the Mental Health Center (MHC) inpatient hospital for accounting purposes and state/federal reporting including Medicare Cost Report requirements. This fund provides for all services related to admissions to the hospital for psychiatric emergency and other psychiatric hospitalizations. The objective of the MHC is to provide effective care and services allowing individuals to return to community-based settings as soon as possible. The goal of the MHC is not to exceed 10% for readmissions within 30 days of discharge. Tax levy of \$47,859 was shifted from EUTF to the Mental Health Center Fund for expenditure increases above 3% to cover the phasing in of the full cost of computer ownership based on the new charging method. The full amount of the tax levy was not needed in the MHC due to lower operating expenditures more in line with actual/estimated spending levels so it was shifted to EUTF expenditure needs in the HHS fund. Mental Health Center fund balance appropriations of \$35K are budgeted for one-time fixed asset building upgrades, including \$20K to construct a confidential interview room within the residential unit to ensure federal HIPPA compliance. Fixed asset upgrades also include \$15K for a modification to the main entrance corridor needed to incorporate the occupational therapy service area within the locked portion of the hospital as required by state inspectors. This modification will ensure compliance with Medicare/Medicaid requirements regarding hospital facility code and patient safety regulations. The total days of care listed in the activity on page 181 will probably be 7.2K-7.3K rather than the listed 7K due to two months of higher capacity than expected.

MOTION: Brandtjen moved, Yerke second, to tentatively approve the Clinical Services Division 2010 operating budget. Motion carried 4-0.

### **Discuss and Consider 2009 Operating Budgets for the Following Divisions in the Health & Human Services Department: Public Health**

Healy Haney reviewed the major departmental strategic outcomes and objectives for 2010 for the Public Health Division as outlined on pages 209-211 of the budget book.

#### **Administration Program**

Healy Haney said the Public Health Administration staff provides administrative support to the public health sections; provides public health assessments, program development and evaluation; manages grants, contracts and interdepartmental services; oversees building maintenance; provides timely reports for accountability. She reviewed the Administration Program highlights as outlined on page 212. In April 2009, the Public Health staff completed the National Performance Standards Assessment Project. A CDC report of the analysis will be released in the fall of 2009 regarding how well the public health essential services are being performed across the community.

#### **Child Health Program**

Healy Haney said she reviewed the program budget including staffing, revenues, expenditures and program highlights for the Child Health Program. General government grant revenues increase slightly due to an increase in the Family Foundation Grant. The Childhood Lead Poisoning Prevention Grant is expected to remain at the 2009 budget level. Charges for services revenues are budgeted to decrease due to changes in the allowable Medicaid expenditure reimbursement of Child-at-Risk Program service. Personnel costs are budgeted to decrease by \$10,821 due to staff turnover budget cost savings generated from public health nurse retirements whose replacements are budgeted at a lower starting rate of pay.

#### **Maternal Health**

Healy Haney said the purpose of this program is to ensure healthy birth outcomes for at-risk pregnant women in Waukesha County. Healy Haney reviewed the 2010 program budget including staffing, revenues, expenditures, outlining increases and decreases. Personnel costs to this program increase by \$34,845 mostly due to the transfer in of 0.50 FTE of a Public Health Nurse to this program area from the Community Health and Disease Surveillance program to assist with the Maternal Case Management Services, estimated to increase personnel costs in this program. The increase is partially offset by turnover savings generated from vacancies in other public health nurse positions. Healy Haney reviewed the child and maternal health activities and said she is concerned with all programs activities due to staff being needed to combat the H1N1 flu.

Brandtjen said she would like to add a nurse to the budget to help address extra business generated by the H1N1 flu. Schuler said we need help to spend funding received to combat H1N1 in order to help continue regular and emergency services in Public Health.

### **Women, Infants, Children Nutrition Program (WIC)**

Healy Haney said WIC is a federally funded program, which provides nutrition assessments for prenatal and postpartum lactating mothers, infants under one-year and children through five years of age. General government WIC grant revenue remains at the 2009 budget level of \$400K. Personnel costs increase \$2,236 due to the cost to continue existing staff of 5.49 FTE. Operating expenditures increase due to an increase in medical supply costs by \$4,035. Interdepartmental charges are budgeted to decrease as a result of vehicle replacement charges being reallocated to the Communicable Disease Program to reflect higher van usage in that program. Healy Haney explained how the department determines the number of low income population per month in Waukesha County and the number the Waukesha County is expected to serve. The number of pregnant women in the first trimester enrolled in WIC has declined because mothers are generally working later into their pregnancies before enrolling in WIC. The total number of pregnant women in the program overall is increasing.

### **Chronic Disease Prevention and Control Program**

Healy Haney said this program provides health screenings in the community, clinics and in the home. Services are directed at early identification of the preventable chronic diseases such as vision, hearing problems in children and adults, diabetes, heart disease, hypertension and cancer. Adult medical crisis intervention is available through medical assessment, therapeutic interventions and episodic case management. The activities for this program indicate an anticipated lower demand for health screening services likely resulting from the economic downturn.

### **Communicable Disease Control Program**

Healy Haney reviewed the 2010 budget for the Communicable Disease Control Program including program description, staffing, revenues, expenditures, program highlights and activities. General government grant revenues remain at the 2009 budget level of funding for the Childhood Immunization Grant. Charges for services increases due to a higher demand for these services in 2009 and anticipated nominal increases for Travelers' Clinic immunization fee rates. Flu and Hepatitis B immunization are expected to increase by \$10,100. Other revenue increases are from anticipated increases in community donations intended to help fund the division's monthly immunization clinics. Personnel costs are budgeted to increase due to the transfer of a 0.75 FTE of a public health nurse from Community Health and Disease Surveillance program to assist with higher communicable disease workloads. This shift is estimated to increase personnel costs in this program by \$59,333. The budget also has increases for temporary help expenditures for additional on-call assistance, increasing budgeted temporary extra help in this program. Healy Haney said she expects the number of tuberculosis cases to be slightly higher than normal.

Healy Haney said last week they completed two successfulsummits to the business and educators communities on H1N1 with large turnout.

## **Future Agenda Item for the County Board**

Update on the H1N1 Flu epidemic to the county board

### **Sexually Transmitted Infections Program**

Healy Haney said this program is designed to identify, track and contain the spread of sexually transmitted infections. Public health services are provided to family physicians regarding current treatment schedules. Additionally the Public Health Division tracks incidence and prevalence rates of STIs in Waukesha County. STI clinics are available for assessment, laboratory testing, treatment and counseling. Charges for services are decreased due to an increase of fees being waived for individuals lacking the ability to pay for screening as a result of higher unemployment due to the current economic downturn. Tax levy support for this program increase will be used to cover higher personnel costs caused by turnover and changes in health insurance from single to families for staff members.

### **Community Health and Disease Surveillance Program**

Healy Haney said Community Health and Disease Surveillance Program is responsible for monitoring the incidence and prevalence rates emerging county-wide public health problems, preventable chronic diseases and communicable disease related issues. The program provides statistical research, analysis and evaluation to the County Health Report Card and carries out community requested studies of diseases impacting specific locale. This program recommends public health interventions to control or contain county diseases and/or identified public health problems effecting aggregate populations. This program is responsible for public health workforce development in maintaining and introducing new clinical skills. This section oversees the employee compliance with the National Incident Management System training and the Incident Command System course completions. In June 2009 the Public Health management team participated in a four-day Incident Emergency Management Course held at the National Emergency Training Center in Emmitsburg, Maryland. Healy Haney reviewed the program highlights outlined on page 221.

MOTION: Jeskewitz moved, Brandtjen second, to tentatively approve the Public Health Division 2010 operating budget. Motion carried 4-0.

### **Administrative Services**

Kutz explained that this program is responsible for coordinating and providing operational, fiscal and management information systems support. Major functions and responsibilities include: processing client and provider payments, contract administration of purchases services, billing for services for Medicare, Medical Assistance, commercial insurance carriers and responsible parties, and liaison to Human Resources. HIPPA compliance, client records management, department specific computer training and system administration, along with department-wide data collection, analysis and report to various outside entities are coordinated and supported in this area. General government revenues include \$6,724,627 of CBA funding which represents a decrease of \$425,369. For calendar year 2010, the state has passed on federal revenue reductions in the amount of \$126,559 from the Department of Children and Families and \$298,810 from the Department of Health Services. The Department of Health Services reduction in calendar year 2010 is magnified due to a one-time federal stimulus funding increase for the Federal Alcohol and Other Drug Abuse Block Grant funding, which will revert back to the 2009 level in 2011 calendar year and the DHS Community Aids will appear to increase \$217,991 over 2010.

### **Family Care Payments to the State**

Kutz said this program reflects the 2010 mandated BCA payment back to the state as part of the local maintenance of effort base for the State Family Care initiative which began July 2008 for Waukesha County. The Long Term Care Fund Balance of \$754,641 is utilized to temporarily offset the required payment back to the state which is available from planned under budgeting of a portion of the BCA

revenue in 2008. Operating expenses include the second year required payment of \$3,910,841 back to the State Department of Health Services to meet the scheduled county contribution – maintenance effort (phased down over five years until the county reaches the legislated 22% contribution level in 2013) to help pay for the expansion of the state's Family Care Program.

MOTION: Brandtjen moved, Yerke second, to tentatively approve the Administrative Services and Long Term Care Divisions 2010 operating budget. Motion carried 4-0.

### **Discuss and Consider the 2010 Operating Budget for the Veterans' Services Department**

Ludka reviewed the 2010 Veteran Services operating budget. He explained how future general government grants, currently at an amount of \$13K, will be reduced significantly due to the grant funding running dry. He highlighted key strategic outcome #2 on page 227.

### **Information Assistance**

Ludka said general government revenue consists of a \$12,870 state grant that has been reduced 1% in accordance with across the board state budget reductions. The 2010 tax levy for this program is \$269,954 which is a 3.7% increase over the 2009 budget. Program expenditures are expected to increase 3.5% in 2010. Operating expenses decrease \$2,042 primarily related to a decrease in indigent burials of \$1,700 based on no prior year actual usage. The major expenditures are for veterans' gravesite markers and flags budgeted at \$11K. The department plans to send out four newsletters in 2010 at the cost of \$1,200.

### **Veterans' Service Commission**

The county tax levy supports the entire cost of the Veterans' Service Commission Program. The Commission meets at least once a year and as needed to estimate and provide the amount of funds required for needy veterans. The budget for this program increases 27.5% or \$2,993 in 2010.

MOTION: Jeskewitz moved, Brandtjen second, to tentatively approve the Veterans' Services 2010 operating budget. Motion carried 4-0.

### **Discuss and Consider Possible Amendments to the 2010 Operating Budgets for the Veterans' Services, Aging & Disability Resource Center (ADRC), and Health & Human Services Departments**

### **Approve 2010 Operating Budgets for the Following Departments: ADRC, Veterans' Services, and Health & Human Services**

MOTION: Brandtjen moved, Jeskewitz second, to approve 2010 operating budgets for the ADRC, Veterans' Services, and Health & Human Services. Motion carried 4-0.

MOTION: Brandtjen moved, Yerke second, to adjourn the meeting at 4:18 p.m.

Respectfully submitted,

Approved on: \_\_\_\_\_

Kathleen M. Cummings  
Secretary